

Operator's Lesson Plan

NLETS

I. Introduction

1. The National Law Enforcement Telecommunication System (NLETS) is made up of representatives of law enforcement agencies from each of the 50 states, the District of Columbia, Puerto Rico, many Federal law enforcement agencies and the National Insurance Crime Bureau (NICB). There is also a connection to the Canadian Police Information Centre (CPIC) files. NLETS is incorporated under the laws of the State of Delaware and is a non-profit organization whose purpose is to provide interstate communications to law enforcement, criminal justice and other agencies involved in enforcement of laws.
2. NLETS is a computerized, high-speed message switching system created for and dedicated to the criminal justice community. Its sole purpose is to provide for the interstate and/or interagency exchange of criminal justice and criminal justice related information.
3. All messages must be routed using the appropriate NCIC Agency Identification (ORI) code or an NLETS authorized ORI. Detailed rules for ORI's may be found in Section 3.7. NLETS checks the ORI for incoming traffic and sends messages directly to the proper state point of entry.
4. There are six NLETS files that are available: NLETS Help Files, Query Concealed Weapons Permit, Query Hazardous Materials, INS Criminal Alien Query, Weather, and NLETS Sex Offenders.

II. Objective

Upon completion of this lesson, the user will be able to answer test questions relating to the inquiry of the six NLETS files available.

III. NLETS Help Files

Inquiries to NLETS and responses NLETS HELP files are available to all NLETS users. Each state/province should validate their HELP files annually to insure their accuracy. An agency may request out-of-state vehicle registration, driver's license, criminal history or several other types of policy or operational information by inquiring of the NLETS HELP file.

Operator's Lesson Plan

A. License Plate Help File Query (AM)

USER DATA

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) Destination State

Optional Control Field

Command:

FOX-PRIM T DPS19 TRN19 LOG 0 Message 16:05

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Agency/Case Data

1. NLETS Destination Code.
 - a. Required.
 - b. Must be a valid NCIC code for a State in the United States.

IV. Concealed Weapons Permit

1. The purpose of this system is to provide a standardized, secure, and efficient method for NLETS users to exchange concealed weapon permit information between state, local and federal law enforcement and criminal justice agencies. This capability allows states that have automated concealed weapon permit (CWP) systems to respond automatically (without manual intervention) to requests from other states over NLETS. Those states without automated systems should respond manually or notify NLETS of their inability to participate. In these cases, NLETS will return a standard "not available" response.

Operator's Lesson Plan

2. An agency may request out-of-state CWP information by submitting a fixed format query to the state of record. The query may be on name and date of birth, the permit number, or social security number. A user may include some or all of these elements but should clearly understand that each search element may generate a separate query, depending on the capabilities of the state. A response will be returned with the notification that a permit does or does not exist, its status, and a description of the owner. There are no fixed response formats but states should ensure that no special codes or abbreviations are used.

B. Query Concealed Weapons Permit (CWQ)

QUERY NLETS CONCEALED WEAPONS PERMIT (CWQ)

USER DATA

User ID (UID)

Password Field (PWID)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) NLETS State Code

Optional Control Field

PERSON DATA

Name (NAM)

Date of Birth (DOB) Social Security Number (SOC)

Permit Number (PER)

Command:

FOX-PRIM T DPS20 TRN20 LOG 0 Message 16:03

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Agency/Case Data

1. NLETS State Code
 - a. Required.
 - b. Must be a valid NCIC code for a State in the United States.

Operator's Lesson Plan

Person Data

1. Permit Number
 - a. Enter permit number.
 - b. Use with or without name.

V. Hazardous Materials File

1. The Hazardous Material File is to be used by authorized persons at the scene of a hazardous material incident. The term authorized encompasses employees of criminal justice agencies, fire departments, the State Board of Health, and health care providers in emergency situations. The emergency situation status will be determined by the user agency receiving the request and making the release. This file is not intended to serve as the only source of available.
2. The purpose of this application is to provide NLETS users with on-line information on hazardous materials. The inquiry will be made on a four (4) digit internationally recognized code called a "UN number". This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein. The response will indicate a variety of information including:
 1. chemical name
 2. personal safety precautions
 3. general handling procedures
 4. disposal methods
 5. degree of hazard to public health, and,
 6. availability of countermeasure materials.
3. The database will be housed and maintained by the NLETS system in Phoenix, Ariz. The base file and updates will be provided to NLETS by the Department of Transportation and, with a few minor exceptions, will mirror the Department of Transportation's (DOT) Emergency Response Guide. Although CHEMTREC does not have a direct link in this process, every response from NLETS will direct the user to contact CHEMTREC at (800) 424-9300 if an actual emergency exists. CHEMTREC not only can provide one on one contact, but also may have additional and/or more detailed information on the chemical in question

Operator's Lesson Plan

C. Hazardous Materials File (MQ)

The screenshot shows the Omnibx Force application window. The title bar reads "Omnibx Force". The menu bar includes "File", "Forms", "Edit", "Comm", "Options", "Tools", "Windows", "Links", and "Help". The toolbar contains icons for "Transmit", "Message Window", and "Message Log". The main window is titled "QUERY HAZARDOUS MATERIAL (MQ)". It contains three sections of data entry fields:

- USER DATA:**
 - User ID (UID): TRN20
 - Password Field (PWID): [Empty]
 - Entering Agency (ENT): [Empty]
 - Requestor (RQR): [Empty]
- AGENCY/CASE DATA:**
 - Originating Agency Code (ORI): INISP00T0
 - Optional Control Field: [Empty]
- HAZARDOUS MATERIAL DATA:**
 - Hazardous Material Identification Number (UNN): [Empty]

At the bottom, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS20", "TRN20", "LOG", "0 Message", and "16:05". The Datamaxx logo and "Leading Law Enforcement Technology" are in the bottom right corner.

Hazardous Material Data

1. Hazardous Material Identification Number (UNN)
 - a. Required.
 - b. Four position numeric field is the "UN Number" that is found on a placard on vehicles with hazardous materials.

VI. INS Alien File

1. This transaction results in the searching of the eight service databases, NCIC, and Triple I. Response times may take 20 minutes to complete because human intervention is required to complete these record checks and format responses. However, the LESC will provide an automated acknowledgment notifying the inquiring agency that his/her inquiry has been received and is being processed. The positive message acknowledgment will read as follows:

Operator's Lesson Plan

YOUR MESSAGE WAS RECEIVED BY THE INS LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE INS DATABASE SEARCH. END

2. The first part of each response will include the actual inquiry that was sent. This will enable the inquirer to match up their inquiry with its response. When the information is assembled and returned to the inquirer it may be in segments. The final segment will have the message "END" at the end. This will denote that no other information on this inquiry is forthcoming.
3. The user should recognize that the responses are basically free text and can include a variety of information on aliens. If you have difficulty deciphering your response, contact the LESC at "AX". A copy of all LESC responses will be sent to the local INS office that has jurisdiction over the agency that made the inquiry. Certain responses provide contact phone number for INS Enforcement Offices. The purpose is to enable the law enforcement agency making the inquiry to make contact with INS where the subject of the query may be amenable to arrest for violation of federal criminal statutes and/or Immigration Act violations.
4. All queries sent to the LESC must contain AT LEAST the required information. Any optional information supplies in the query will increase the probability of finding a positive record and enable a more informative response to be sent.

For field 18-21 NLETS on line manual has a lengthy section explaining how different nations, regions, cultures structure their names.

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E. INS Alien Query (IAQ)

INS Alien Query (IAQ)

Requestor (REQ)

AGENCY/CASE DATA

Originating Agency Code (ORI) Optional Control Field

Attention of Recipient (ATN)

Telephone Number (PHN)

PERSON DATA

Name (NAM) Date of Birth (DOB)

Sex (SEX) Height (HGT) Weight (WGT)

Eye Color (EYE) Place of Birth (POB)

Social Security Number (SOC) Miscellaneous Number (MNU)

State Identification Number (SID) FBI Number (FBI)

Operator's License Number (OLN)

Passport Number (PPN) Alien Registration Number (ARN)

Booking Number (BKN) Offense Code (OFF)

Custody (CUS)

Mother Maiden Name (MMN) Mother First Name (MFN)

Fathers Last Name (FLN) Fathers First Name (FFN)

Remarks (REM)

Command:

FOX-PRIM T DPS20 TRN20 LOG 0 Message 16:08

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Agency/Case Data

1. Attention of Recipient (ATN)
 - a. Required.
 - b. Name of the individual requesting the record.
EX: SGT JOHN DOE, TRAFFIC SECTION
2. Telephone Number (PHN)
 - a. Required.
 - b. The Agency telephone number is all numeric with no spaces or special characters.

Person Data

1. Name (NAM)
 - a. Required.
 - b. The NLETS Manual INS section contains information on formatting of names for various cultures and countries.

Operator's Lesson Plan

2. Passport Number (PPN)
 - a. The assigned Passport number of the subject inquiring upon.
3. Alien Registration Number (ARN)
 - a. This field must be used if known.
 - b. The Federal Alien Registration Number.
4. Booking Number (BKN)
 - a. Required for all Correctional or Jail facilities who are making an inquiry.
 - b. The Booking Number assigned.
5. Offense Code (OFF)
 - a. Required.
 - b. Must be a four character numeric code.
6. Custody (CUS)
 - a. Required.
 - b. Indicates if the subject is in custody. Field must contain a Y for "Yes" or a N for "No".
7. Mother Maiden Name (MMN)
 - b. The Mother's First Name for the subject inquiring upon.
8. Mother First Name (MFN)
 - a. The Mother's First Name for the subject inquiring upon.
9. Fathers Last Name (FLN)
 - a. Enter the Father's last name for the subject inquiring upon.
10. Fathers First Name (FFN)
 - a. Enter the Father's first name for the subject inquiring upon.
11. Remarks (REM)
 - a. This field is used to enter subjective and other informational data about the subject.
Ex: Arrested with drugs in possession.

Operator's Lesson Plan

VII. NLETS Sex Offenders

Relocation Notification (SON)
Sex Offender Query (SOQ)

1. An agency may request out-of-state sex offender registration (SOR) information by using an SOQ and may notify an agency that a sex offender is relocating to their area by using an SON. The first message type will interrogate the destination state database and return information on the subject or a no record. The second serves as a formal method for an agency to communicate with another agency regarding the relocation of a sex offender.

It is important to recognize that some states will not be able to respond to an SOQ. NLETS has set up an exception table that, upon state request, will not forward, to a state, SOR requests. It is not required that a state provide an automated response to an SOR query. If a manual response is forthcoming, the state should generate a message notifying the inquirer of this fact. There are also HELP files created for each state that will provide details regarding access, availability, and any idiosyncrasies of a state.

2. Some states treat this type of information as criminal history while some do not. Therefore, the purpose code and attention field is optional. If a state requires the purpose code and attention field and either of these fields is left out of the inquiry, NLETS will not forward the transaction and will notify the sending state that the purpose code and attention field are required when sending an SOR request to the destination state. Only criminal justice agencies authorized to access criminal records will be allowed to submit SOQ's.
3. With the implementation of the new system, NLETS will support the exchange of images. The SOQ format includes an optional "IMQ/" field. When this field is included in the inquiry on OLN with a "Y" as a value, the receiver should return an image if one is available.
4. Inquires for a SOQ can be made by the following combinations:
 1. Name, DOB, and Sex.
 2. Social Security Number (SOC).
 3. Miscellaneous Number (MNU).
 4. State Identification Number (SID).
 5. FBI Number (FBI).

Operator's Lesson Plan

F. Sex Offender Relocation Notification (SON)

SEX OFFENDER RELOCATION NOTIFICATION (SON)

AGENCY/CASE DATA

Originating Agency Code (ORI) NLETS Destination Codes (SC\$) ...

Optional Control Field

OFFENDER DATA

Name (NAM) Sex (SEX) ...

Registration Number (SOR) FBI Number (FBI)

State ID Number (SID)

Agency of Registration (AQR)

State Statute Number (SSC)

State Offense Literal (SOL)

RELOCATION DATA

Relocation City and State (RCS)

Relocation Address (RAD)

Relocation County (COR)

Planned Relocation Date (PRD)

Remarks (REM)

Command:

FOX-PRIM T DPS20 TRN20 LOG 0 Message 16:14

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Offender Data

1. Registration Number (SOR)
 - a. Sex offender registration number.
2. FBI Number (FBI)
 - a. Must be a valid assisted FBI number.
3. State ID Number (SID)
 - a. Must have the first two characters as the State code, followed by up to eight numeric.
4. Agency of Registration (AQR)
 - a. This field is only required if different than sending agency.
5. State Statute Number (SSC)
 - a. The state statute number of the crime the subject was convicted of.

Operator's Lesson Plan

6. State Offense Literal (SOL)
 - a. The literal meaning of the crime the subject was convicted of.

Relocation Data

1. Relocation City and State (RCS)
 - a. Required.
 - b. Free text field. If street or other more detailed information is available, include user Relocation Address field (RAD).
2. Relocation Address (RAD)
 - a. Required.
 - b. Relocation street address.
3. Relocation County (COR)
 - a. Required.
 - b. Relocation county.
4. Planned Relocation Date (PRD)
 - a. The planned date the subject is relocating.
Ex: 03012004
5. Remarks (REM)
 - a. Free form remarks field. This field may be used to provide a description of the subject, employment history, information on the contact person in the sending state, or any other information that might be of use to the receiving agency.

Operator's Lesson Plan

G. Query NLETS Sex Offender Registration (SOQ)

The screenshot shows the Omnibx Force software interface. The main window is titled "QUERY NLETS SEX OFFENDER REGISTRATION (SOQ)". It contains three main sections for data entry:

- USER DATA:**
 - User ID (UID): TRN20
 - Password Field (PWD): [Empty]
 - Entering Agency (ENT): [Empty]
 - Requestor (RQR): [Empty]
- AGENCY/CASE DATA:**
 - Originating Agency Code (ORI): INISP00T0
 - NLETS State Code: [Empty]
 - Optional Control Field: [Empty]
 - Attention of Recipient (ATN): [Empty]
 - Purpose Code (PUR): [Empty]
 - Image Request (IMQ): [Empty]
- PERSON DATA:**
 - Name (NAM): [Empty]
 - Date of Birth (DOB): [Empty]
 - Sex (SEX): [Empty]
 - Social Security Number (SOC): [Empty]
 - Miscellaneous Number (MNU): [Empty]
 - State Identification Number (SID): [Empty]
 - FBI Number (FBI): [Empty]

At the bottom, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS20", "TRN20", "LOG", "0 Message", and "16:16". The Datamaxx logo is in the bottom left corner, and "Leading Law Enforcement Technology" is in the bottom right corner.

Agency/Case Data

1. NLETS State Code
 - a. Required.
2. Attention of Recipient (ATN)
 - a. Required.
 - b. Name of the individual requesting the record.
EX: SGT JOHN DOE, TRAFFIC SECTION
3. Purpose Code (PUR)
 - a. This field states the legal purpose of the transaction. Federal law requires that all transactions of this type be identified as to their purpose, in order to protect the individual.
4. Image Request (IMQ)
 - a. "Y" – Yes to request a Driver Photo be sent along with the response.

Operator's Lesson Plan

VIII. Commercial Vehicle Query

1. The Commercial Vehicle Information System (CVIS) provides access to safety information on motor carriers and the vehicles that are assigned to those motor carriers. NLETS users can access the CVIS Target File through an NLETS Carrier Status Request (ACQ) or a NLETS Vehicle Status Request (AVQ).
2. An agency may request carrier information by sending the Carrier Status Request (ACQ). This information may be requested by US DOT Number (DOT). There is a possibility that multiple responses will be received as a result of a single ACQ inquiry. A carrier can be a targeted carrier (Target/History Indicator = T) and improve their safety record to the point where its MCSIP Step will be changed to "00" indicating that the carrier is no longer in the MCSIP process. When this occurs, the carrier's Target/History indicator will be changed from "T" to "H". Up to five ACR messages may be received. When multiple ACR messages are received, each message will have a notation at the bottom of the message "Page n of n Pages" so the recipient will know how many messages to expect.
3. An agency may request vehicle information by sending the NLETS Vehicle Status Request (AVQ). Information may be requested by vehicle identification number (VIN), or by license plate (LIC) and license state (LIS). A maximum of 10 responses may be received. If multiple responses are sent, the following notation will be at the end of each message "Page n of n Pages". If more than 10 vehicles have been found on the CVIS Target File with the same VIN or LIC/LIS, the following notation will be found at the end of each message "Match Limit Exceeded, Notify CVIS Help Desk". When this is received contact the CVIS Help Desk at (888) 222-8280.
4. The two requests ACQ and AVQ are combined into one form for the Commercial Vehicle Information System Access (ACQ/AVQ). For further information see the NLETS Manual Chapter 30.

Operator's Lesson Plan

H. Query Commercial Vehicle (AVQ/ACQ)

COMMERCIAL VEHICLE INFORMATION SYSTEM ACCESS (ACQ/AVQ)

USER DATA

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) Optional Control Field

US DOT Number (DOT)

VEHICLE DATA

Vehicle ID Number (VIN)

LICENSE PLATE DATA

License Plate (LIC) Plate State (LIS)

Command:

Agency/Case Data

1. US DOT Number (DOT)
 - a. Inquiries by DOT will return information on the carrier.
 - b. Maximum of ten alpha/numeric characters. This number is an assigned number by the Department of Transportation.

Vehicle Data

1. Vehicle ID Number (VIN)
 - a. Enter the Vehicles ID number.
 - b. Inquiries may be made with VIN, or LIC and LIS.
 - c. Inquiries by VIN or LIC and LIS will return information on the vehicle.